

RULES AND PROCEDURES OF THE LOUDOUN COUNTY HISTORIC DISTRICT REVIEW COMMITTEE

Adopted December 4, 1995
With amendments adopted February 2, 2004

The Historic District Review Committee (HDRC) is appointed by the Board of Supervisors and assumes its duties as prescribed in Section 6-300 of the Loudoun County Zoning Ordinance. A procedure for guidance in consideration of applications for Certificates of Appropriateness has been established by the HDRC.

1. Meetings will be held monthly, generally on the first Monday of each month at 6:00 P.M. and will be open to the public although they are not advertised and are not, therefore, official public hearings.
2. Special meetings may be called by the Chairman.
3. All meetings shall be open to the public. Members of the public who wish to speak must sign up with the staff liaison prior to commencement of the meeting and indicate the issue or application they wish to address. Speakers will be given 5 minutes to address the Committee. If an individual speaker is representing a group and/or is reading a statement from a group, they shall be given 10 minutes to address the Committee. After all interested members of the public have spoken the period of public comment will be closed.
 - a. General public comment will be heard prior to the commencement of Committee business.
 - b. The Committee will hear public comment related to specific applications for Certificate's of Appropriateness prior to the Committee's consideration of each application on the agenda.
5. Applicants should appear in person. They may be accompanied by architects and/or builders.
6. The Historic District Review Committee shall be governed by Section 6-300 through 6-307 and Section 6-1800 through 6-1810 and Section 6-1900 through 6-1908, including the Historic District Guidelines, of the Loudoun County Zoning Ordinance.
7. A summary of the Historic District Guidelines for the applicant's historic district will be given to the applicant with the application. A copy of the full Historic District Guidelines which constitutes Section 6-1905 and Article IV, Division B of the Loudoun County Zoning Ordinance is available at the offices of the Department of Planning and in public libraries. It is also available for purchase at the Department of Planning.

8. The Chairman of the committee shall be elected by the members for a term of one year. The term shall begin July 1 of each year. The Chairman is eligible for re-election for as many terms as the committee wishes.
9. The Vice-chairman shall be elected by the members for a term of one year. The term shall begin July 1 of each year. The Vice-chairman is eligible for re-election for as many terms as the committee wishes.
10. A member of the Planning staff shall serve as secretary to the committee although such staff member shall not be a member of the committee.
11. A quorum must be present for action to be taken. A majority of current members shall constitute a quorum.
12. No committee member shall take part in the discussion or determination of any application in which that member has a personal or financial interest unless such member is asked a factual question by the chairman.
13. No committee member shall vote on any matter deciding a deferred application unless he or she shall have attended the meeting at which earlier deliberations took place or has the approval of the Chairman to vote. The Chairman's approval shall be subject to the assurance by the member that he or she is familiar with the application through study of the file and the minutes of any meetings at which the application was discussed.
14. Committee members shall not discuss any application with any applicant or other persons with any kind of interest in the property prior to the meeting at which the application is to be discussed. Persons desiring information about an application shall be referred to the staff and to the official application file which is retained in the Department of Planning.
15. The committee may reconsider an action only at the same meeting or the succeeding meeting. A motion for reconsideration may be made only by a member voting with the prevailing side or one who has not voted on the question.
16. A motion shall be made and duly seconded and voted upon by all members of the committee who are present. The Chairman shall also vote and may make and second motions.
17. Any motion may be amended if the maker and seconder of the motion accept the amendment.

18. The motion shall contain all conditions for approval or reasons for denial of an application.
19. A simple majority of members present must be in agreement for approval, denial or deferral of an application for a Certificate of Appropriateness or for amendment to a Certificate of Appropriateness.
20. A tie vote on a motion will not carry the motion.
21. Failure of a motion couched in the negative does not authorize positive action.
22. If possible, approval or denial of an application for a Certificate of Appropriateness shall be given on the date it is considered and the applicant so notified. However, the decision may be deferred if plans submitted are incomplete or further consideration by the HDRC is necessary.
23. The committee may make a site visit and obtain additional facts before making a decision.
24. When a decision has been made, a letter shall be sent to the applicant stating the decision. The Certificate of Appropriateness shall be signed by the applicant, the Chairman of the HDRC and the Zoning Administrator upon approval by the Committee. A copy of this signed certificate shall be sent to the applicant. The staff representative shall be responsible for informing the Department of Building and Development of approval or denial of an application as soon as the Committee has rendered its decision.
25. The reference publications used in the Committee's decision making process are:
 - a. Criteria in Section 6-1905 of the Loudoun County Zoning Ordinance
 - b. The Loudoun County Historic District Guidelines
 - c. The U.S. Secretary of the Interior's Standards for Rehabilitation

Precedence shall be given to the Loudoun County Historic District Guidelines because they are specific to the County's individual districts and are guidelines for new construction as well as renovation and restoration.

26. The Committee and staff may make inspections for compliance with the Certificate as needed throughout the building process. In the event of infraction of the Committee's decision, the matter will be handled as a zoning violation.

